

1 August 2000



**CIVIL AIR PATROL
DRUG DEMAND
REDUCTION PROGRAM
FY01-03**

INTRODUCTION

Drug Demand Reduction Strategic Planning Focus

Three year Drug Demand Reduction Strategic Plans are an effort of the National Headquarters' Drug Demand Reduction (DDR) Program in association with the Air Force Surgeon General (AF/SG) to provide drug demand reduction efforts to Air Force military members, DoD civilians, family members, retirees, school-age children and the persons they associate with. It is a forward-looking document designed to guide Civil Air Patrol (CAP) efforts to plan, develop and execute successful DDR Programs at the squadron level in association with AF units in the 21st century. The Air Force reference to the Drug Demand Reduction Program is AFI 44-159, 1 August 2000.

CIVIL AIR PATROL VISION AND MISSION

Air Force Drug Demand Reduction Vision

The premier Department of Defense program enhancing readiness while building a substance abuse free community through cutting edge prevention and treatment programs.

Civil Air Patrol Drug Demand Reduction Vision

CAP will be a leading force in America's drug demand reduction strategy through the development of tomorrow's leaders in volunteer community service for a drug free universe.

Air Force Drug Demand Reduction Mission Statement

The AF ADAPT program assists commanders in ensuring a mission ready force through prevention, detection, deterrence and treatment of substance abuse.

Civil Air Patrol Drug Demand Reduction Mission Statement

The Civil Air Patrol Drug Demand Reduction program assists regions, wings and squadrons in ensuring strong cadet programs through prevention, education, opportunity and community outreach programs designed to reduce the potential for illegal/illicit drug use by Air Force military members, DoD civilians, family members, retirees, school-age children and Civil Air Patrol members. The mission is to reduce the use and abuse of illegal and illicit drugs through a comprehensive program of education, prevention and opportunity that:

- ➔ Promotes CAP as a positive community service lifestyle.
- ➔ Encourages youth to remain in school.
- ➔ Focuses on drug abuse education, prevention and awareness.
- ➔ Provides positive activities as an alternative to drugs and gang violence.

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SECTION I – CIVIL AIR PATROL DRUG DEMAND REDUCTION PROGRAM

The Drug Demand Reduction Program is chartered with the responsibility to make the CAP an environment that promotes and supports education, community involvement, social responsibility and respect for individuals. The DDR Program began in 1994 to support the "Air Force Family" within 30 miles of an Air Force installation. The program has evolved into five areas:

1-1. Drug Demand Reduction Initiatives Program (DDRIP).

a. The DDRIP is designed to assist squadrons, wings and regions with funding to develop new programs and assist existing programs and activities. This funding is intended as startup money for purchasing equipment, essential supplies, and defraying costs for activities that motivate and increase the desire of cadets to stay as active participants in the cadet program.

b. The intent of the DDRIP is to invest in the future. All programs that are funded should reflect long-range goals or plans that build toward improved programs.

1-2. Education and Training.

a. Continue to establish new squadrons promoting the CAP program as a positive lifestyle. Support eligible CAP squadrons with student training materials, videos, classroom and audiovisual equipment and accessories.

b. Provide substance abuse information/classes, educating members and youth on the dangers of drugs. Recommend utilizing USAF base drug demand reduction coordinators (DDRCs) and/or state National Guard DDRA as resources.

c. Conduct the CAP annual Red Ribbon Campaign as a grass roots level approach to a drug free lifestyle.

d. Support and promote DDRCs and DDRAs by attending the National Interagency Civil-Military Institute (NICI), Demand Reduction Courses, as a baseline for education and developing strategies for coalitions and program development.

e. Host an annual national conference and facilitate regional DDR conferences with all DDRAs. These conferences will explain, promote, develop and coordinate national, region, wing and squadron DDR Programs.

f. Provide portable display booths and videos to advertise the program, initial memberships for those who need them, uniforms and other essential equipment to begin motivating new members.

1-3. Collaborative Efforts.

a. One meaning for the word TEAM is Together Everyone Achieves More and nowhere does that apply more than in the war against drugs. Various agencies bring their own particular strengths to the table and the result has been the increase in coalitions and community-based organizations.

b. Involve local service members, family members and community members with alternative activities that promote the Air Force, CAP and local installations/communities by sponsoring CAP squadrons. Provide them with the essential tools and the "right attitude" that promotes success and a future for our young people.

c. The CAP DDR program has teamed to work jointly with the following agencies:

- 1) Air Force Drug Demand Reduction Program
- 2) Air Force Reserve Command Drug Demand Reduction Program
- 3) National Guard Drug Demand Reduction Program
- 4) Community Anti-Drug Coalitions of America
- 5) Drug Enforcement Administration Drug Demand Reduction Program
- 6) Federal Bureau of Investigation Community Outreach Program

1-4. Middle School Initiative.

a. One tremendous venture for CAP is its Middle School Initiative (MSI). The program, which receives oversight and funding from the DDR Program, places CAP squadrons or flights from a squadron into schools during the day or as an after-school activity. This innovative attempt to reach students in a manner that teaches leadership, aerospace education, respect, manners and accountability while developing their potential as tomorrow's leaders, is achieving growing success in both inner city and rural schools.

b. Recognizes the need for a program between elementary school DARE and JROTC whose purpose is to teach leadership, aerospace education, respect, manners and accountability while developing student potential as tomorrow's leaders.

c. Adopt-A-School Program:

1) The Adopt-A-School program is intended to serve as an opportunity for cadets to support the fifth grade in an attempt to bridge the transition from fifth to sixth grade at a significant time when drug use occurs.

2) Provide mentoring, discipline, role models, aerospace education and leadership for fifth graders at the installation and/or nearby schools to enable the students to become strong, productive citizens of the future and possible members.

3) Provide the installation or local elementary school support as needed to conduct a variety of projects such as the Red Ribbon Campaign.

4) Offer resource support or manpower for school events like graduations and field days.

5) Ultimately can serve as an excellent feeder program for the MSI program.

1-5. Community Outreach Activities.

a. Get involved with base or local community coalitions to support their activities.

b. Participate in the Kmart Kids Race Against Drugs as a fundraiser and an opportunity to reach out at a community event.

c. Provide essential and supplemental assistance to selected community projects.

d. Other recommendations, but not limited to:

1) Red Ribbon Campaign

2) Drug Education for Youth (DEFY) with AF, Navy or Juvenile Justice

3) Drug Abuse Resistance Education (DARE)

4) Community Anti-Drug Coalitions

5) Military Youth and Teen Programs

6) Family Community Center (FCC)

7) Community Health Fairs

8) Base Sponsored Community Activities

9) Chaplain Activities

10) Parent Groups

11) Mentoring Programs

SECTION II – GOALS, OBJECTIVES, TARGETS, AND PROGRAM ELEMENTS

2-1. Goals and Objectives.

GOAL 1: To establish and maintain an active and productive DDR Program associated with each Air Force installation.

Objectives:

- a. Establish and maintain a working relationship with 90% of the active duty drug demand reductions coordinators, AF Reserve DDR personnel and National Guard State DDR administrators.
- b. Establish one working relationship with other Service DDR Programs in each wing.
- c. Establish a working relationship with at least 18 of the assigned Drug Enforcement Administration (DEA) Drug Demand Reduction Coordinators out of their 23 divisions.
- d. Establish a working relationship with a least 40 of the Federal Bureau of Investigation (FBI) Community Outreach Coordinators out of their 54 divisions.

GOAL 2: Establish and maintain drug demand reduction personnel throughout CAP.

Objectives:

- a. Maintain 87% of Drug Demand Reduction Coordinators in the regions.
- b. Maintain 90% of Drug Demand Reduction Administrators in the wings.
- c. Establish a cadet assistant DDRA in 90% of the wings.
- d. Establish a DDR Officer in 80% of the eligible and participating squadrons.
- e. Establish a cadet assistant DDRO in 80% of all eligible and participating squadrons.

GOAL 3: Increase awareness of substance abuse issues and its impact on the individual, community and the mission.

Objectives:

- a. Coordinate with 90% of all squadrons to participate in the annual Red Ribbon Campaign.
- b. Each DDR active wing will participate in at least one base-wide/community coalition building effort that includes DARE, youth activities, BXs, commissaries, chapels, schools, substance abuse programs and other agencies.
- c. Conduct annual DDR briefings at 100% of encampments, and at 80% of appropriate cadet activities such as conferences, demand reduction days, etc.
- d. Provide literature/information to 100% of squadrons on an annual basis and/or as needed.
- e. Develop and distribute a DDR video for 100% of squadrons as part of annual DDR training.

GOAL 4: Establish and/or maintain the middle school initiative in participating middle schools and those around Air Force installations.

Objectives:

- a. Establish MSI programs.
 - 1) FY01 – 50 total schools
 - 2) FY02 – 100 total schools
 - 3) FY03 – 150 total schools
- b. Maintain 20 active cadets per school.
- c. Cadet retention to remain over 50%.
- d. Transition 50% of graduating MSI cadets into local/supporting squadron or stay with the MSI squadron.
- e. 15% of MSI cadets achieve the Mitchell Award.

GOAL 5: Develop a financial plan consistent with the DDR goals and objective.

Objectives:

- a. 95% of reports and reimbursements submitted per established timeline.
- b. Training Guidance Plan will be provided no later than 15 Nov of the current fiscal year (contingent upon funding).
- c. Utilize corporate funding not to exceed \$1,000 per wing and region to be used in the first two quarters of the fiscal year.

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- d. Wing/Region should match requested DDR funds at 20%.
- e. 15% CD Administration money may be used for DDR activities. Used as front money or as matching funds for the DDR program/activities.

GOAL 6: Measure program effectiveness.

Objectives:

- a. Execute 100% of the DDR Initiatives Program spend plan.
- b. Each squadron, wing and region completes the DDR Information System program.
- c. Statistically validate program success with retention, time invested, etc.
- d. Retention percentage of cadets participating in DDR sponsored activities.
- e. Document participation of senior members facilitating DDR activities.
- f. Demonstrate utilization of DDR equipment through documentation of events.

GOAL 7: Educate and enable America's youth to reject illegal drugs as well as alcohol and tobacco.

Objectives:

- a. Educate parents or other care givers, teachers, coaches, clergy, health professionals and business and community leaders to help youth reject illegal drugs and underage alcohol and tobacco use.
 - 1) Continue Civil Air Patrol Cadet Program.
 - 2) Increase Cadet Sponsor Member Program.
 - 3) Initiate and/or continue Middle School Initiative.
 - 4) Recognize Community Service Awards.
- b. Pursue a vigorous advertising and public communications program dealing with the dangers of illegal drugs, alcohol, and tobacco by youth.
 - 1) Use Civil Air Patrol DDR Public Service Announcement.
 - 2) Continue use of DDR Videos, posters, brochures.
 - 3) Increase use of DDR static displays.
- c. Promote zero tolerance policies for youth regarding the use of illegal drugs, alcohol, and tobacco within the family, school, workplace, and community.
 - 1) Continue Civil Air Patrol Cadet Program.
 - 2) Expand Middle School Initiative curriculum.
- d. Provide students in grades K-12 with alcohol, tobacco, and drug prevention programs and policies that are research based.
 - 1) Continue Civil Air Patrol DDR program.
 - 2) Continue Middle School Initiative curriculum.
 - 3) Additional Communities that Care Surveys.
- e. Support parents and adult mentors in encouraging youth to engage in positive, healthy lifestyles and modeling behavior to be emulated by young people.
 - 1) Continue Civil Air Patrol Cadet Program.
 - 2) Increase Civil Air Patrol cadet mentoring program.
 - 3) Continue Civil Air Patrol cadet protection program.
 - 4) Increase Civil Air Patrol encampment participation.
- f. Encourage and assist the development of community coalitions and programs in preventing drug abuse and underage alcohol and tobacco use.
 - 1) Maintain/increase National and Wing membership in the Community Anti Drug Coalitions of America.
 - 2) Participate in the Kmart Kids Race Against Drugs.
 - 3) Work jointly with state National Guard DDRAs.

Goal 8: Reduce health and social costs to the public of illegal drug use.

Objective: Promote national adaptation of drug-free workplace programs that emphasize a comprehensive program that includes: drug testing, education, prevention, and intervention.

- a. Drug-free meetings
- b. Drug-free activities

2-2. Target.

Active and Reserve Air Force, Air National Guard members, Air Force family members, DoD civilians, retirees, school age children, CAP members, and members of the local community within 30 miles of an Air Force installation.

2-3. Program Elements.

a. Priorities. Congressionally mandated funds for drug demand reduction provided by the Air Force Drug Demand Reduction program may only be used for programs targeting AF members and people they associate with or who influence them. The funded program must have a direct correlation to drug demand reduction. Therefore, priority for programs will be:

- 1) Air Force active duty personnel and family members.
- 2) Air Guard and Reserve personnel and family members.
- 3) DoD civilians.
- 4) Retirees.
- 5) School age children.
- 6) Members of the local community that influence AF family members.

b. Funding.

1) Funding will be used for AF family member support, outreach programs, activities and opportunities. In other words, funds will be used for activity scholarships, uniforms and uniform items, initial memberships, color guard equipment, educational materials, advertising/display equipment, video and advertising flyers. The products used by the program must have direct application to the DDR effort and the cadet program.

2) All funds made available to squadron, wing and region are offered through the Drug Demand Reduction Initiatives Program (DDRIP) and meet the designated criteria are considered annually on a case-by-case basis.

3) Since congressional funding must meet requirements of the Government Performance and Results Act of 1993, the National Headquarters administered DDRIP is specific in nature. All funding requires regular reporting from the supported squadrons in the form of an end of year report to the wing DDRA, who consolidates the reports and forwards it to the Chief, Drug Demand Reduction at National Headquarters. Information copies of all correspondence will be sent to Wing HQ and the Region Drug Demand Reduction Coordinator to ensure they remain in the information loop.

4) There may be local funding for other DDR activities that are outside the 30-mile AF installation limit that is established for the HQ CAP administered DDRIP. Funding may be available with other local agencies such as community coalitions and the National Guard. Unit commanders may contact local coalitions. Wing liaison officers (LOs) and the wing DDRA must approve contact with military installation commanders, military DDR offices, state government officials, and state coalitions.

b. Who can get involved in the DDR program?

1) Everyone—all CAP members (present and future) are eligible for this program (seniors, cadets, chaplains, operations types, AE types, etc.).

2) Utilize teachers from MSI and the Adopt-A-School programs, active duty, Reserve, and Air Guard members for their leadership and expertise, homemakers for their logistical and emotional support, and anyone who can bring positive and valuable services to your squadron. Note that Air Force and Army Reservists in assigned units may receive additional retirement points under the 75-point rule for support to Civil Air Patrol.

3) Qualifications: CAP membership requirements are the same as any other squadron. Funding is only available to support this positive lifestyle, which does not and will not condone drug use. Non-members must have qualifications, talents and desire to assist in the education of our cadets.

c. What activities can be done?

1) **Middle School Initiative:** Conduct a CAP flight or squadron in the school during the school day or as an after school program. The school provides a meeting place, education professionals, and a community service. The focus should concentrate on positive peer influence and confidence building and good citizenship.

2) Adopt-A-School Program: MSI schools should consider adopting a fifth grade class from the local elementary schools. The students are familiar with the DARE Program, which is an excellent lead-in, but does not offer long-term guidance such as the CAP Cadet Program. This is an excellent transition for students coming from feeder schools to MSI schools. Providing role models, showing interest in the students, and exposing them to leadership, aerospace education and moral leadership provide them much needed support year round. Your commitment to the community and its schools will be reinforced and you'll have more allies.

3) Drug Awareness Program: These don't have to be just show and tell with drug identification kits and displays, but can provide an avenue to show children there are other avenues besides drugs and gangs that they can be involved in. Extra curricular activities such as sports, band and the CAP Cadet Program promote self-discipline and personal growth that offer long-term benefits. Strongly recommend requesting assistance from the Air Force base DDRC, Air Force Reserve DDR personnel, National Guard DDRA, Drug Enforcement Agency DDR agents or FBI community outreach agents.

4) Encampments: Encampment is a critical activity requirement toward achieving the Mitchell Award. More important are the values cadets receive in living the basic military lifestyle. This is the one activity that requires all cadets to emulate the military ethics found in attitude and discipline, and where they begin routinely responding to customs and courtesies as they would manners. Hold these with an emphasis on developing leadership, personal confidence and with the awareness that you can have a positive, successful and fun time without drugs.

5) Incentive Flights: Reward positive achievement like 100% attendance, high-test scores, activity attendance or any area of emphasis you feel deserves recognition. Success breeds success! Nothing can capture the imagination of young people faster than the marvels of flight and we can use this as positive reinforcement. Incentive flights are only authorized after the cadet has completed all reimbursable orientation flights. Incentive flights may include balloon and glider flights. Funds for cost that exceed orientation flight reimbursement will be considered.

6) Peer Support Groups: Peer support groups may be generated as needed or formed to support other youth groups that need the emotional strength that comes in numbers. Peer pressure is extremely effective during the teenage years and CAP can provide positive peer role models.

7) National Activities: Most national special activities are conducted for cadets to orient them to the many skills and possible careers that exist within the Air Force. The education cadets gain from these activities will serve them no matter what career path they choose and it reinforces the drug free military lifestyle.

8) Red Ribbon Campaign: The annual Red Ribbon Campaign is conducted the last week in October to demonstrate a unified and visible commitment to the creation of a drug-free community, state and nation. The campaign is in memory of DEA Agent Enrique "Kiki" Camerena who was killed 1985 while investigating a multi-billion-dollar drug scam. The United States Congress proclaimed the Red Ribbon Campaign in 1988. Since then, it has grown powerful, reaching millions of Americans. No other single drug prevention movement in history has impacted so many lives.

9) Encampment DDR Class: CAPR 52-16 requires a one-hour block of instruction as part of the 40-hour curriculum. Recommend that the course be taught by the DDRA, in conjunction with the National Guard DDRA or the Air Force Base DDRC. Make the training interactive, informative and fun.

10) DDR Weekend: Consider conducting a DDR weekend that allows for greater interaction with instructors and other agencies. Include other aspects of the cadet program such as model rocketry, orientation flights and such to motivate our cadets.

11) Joint Agency Activities: Give strong consideration to collaboration with other base agencies. One such program is a model rocketry program jointly funded and run with DDR personnel for cadets and base youth.

12) Participate in Base Open Houses and Air Shows: Use the DDR portable displays and videotapes provided, along with cadets and seniors to tell the CAP story. Cadets proudly wearing their uniform and knowledgeable of the program are the best way to receive support and demonstrate the value of the Cadet Program.

SECTION III – NATIONAL PROGRAM

3-1. Structure.

The National Program Structure focuses on the DDR strategic plan that contains goals and measurable objectives listed earlier in this pamphlet. This is an overview of program components, major program functions, and a review of on-going programs:

a. Administration. The administration expenses of any squadron, wing or region plan should break down into the following areas:

- 1) Travel for training, attending conferences and visiting various wing or squadron DDR Programs.
- 2) Travel to visit all sponsored MSI programs annually for oversight and program assessment.
- 3) Office expenses to include postage, copying, and telephone expenses.

b. Operations:

1) Training for FY98-00 was critical to establish a base line, while FY01-03 is crucial to validate program success, growth, and impact.

2) The National Interagency Civil-Military Institute (NICI) offers the best course in the country for DDR. The California National Guard sponsors it for the National Guard Bureau. This course is supported and conducted by all major players (DEA, law enforcement, and military) in the drug prevention effort. This education is proposed for all DDRCs and DDRAs. The education on DDR and coalition building ensures all regions and wings have the same base information and will facilitate conferences, coalition building and program development.

3) Strongly encourage continued membership in the Community Anti-Drug Coalitions of America (CADCA) for professional information, development and programs.

4) A DDR class at the encampment is required IAW CAPR 52-16. Recommend that the course be taught by the DDRA, in conjunction with the National Guard DDRA or the Air Force Base DDRC. Local law enforcement personnel (DEA DDROs, FBI Outreach Agents, DARE officers, Drug Prevention Specialists or officers who have received drug prevention training) may be used if the above are unavailable.

c. DDR Initiatives Program (DDRIP).

1) This program is designed to startup or maintains activities that put CAP in a positive light and allows us to reach those who need assistance.

2) Further information can be found in the DDRIP chapter of this text.

d. National DDR Program Developments. Programs developed and funded by the DDR Program:

- 1) DDR Initiatives Program
- 2) Middle School Initiative curriculum
 - a) MSI curriculum online
 - b) MSI Administration Guide
 - c) MSI CAP 1 (Achievements 1,2, ES, Comm)
 - d) MSI CAP 2 (Achievements 3-5)
 - e) MSI CAP 3 (Achievements 6-8)
 - f) MSI CAP 4 (Achievements 9-11)
 - g) MSI Model Rocketry Guide
 - h) MSI and Standard Cadet Survey
 - i) Summerfield Housing YMCA camp transportation
 - j) Educational videos
 - 1 "Champs Not Chumps" – All squadrons
 - 2 "Choices Not Chances" - All squadrons
 - 3 "Drugs are a Deadly Game" - All wings

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- 3) Annual CAP Red Ribbon campaign
- 4) Community Anti-Drug Coalition Membership
- 5) CAP DDR Interactive CD-ROM for each wing
- 6) Drugs in America CD-ROM for each wing
- 7) National Guard Bureau Resource Guide for each wing
- 8) National Commander's Coin
- 9) National DDR Exhibit
- 10) DDR table top displays for each wing
- 11) Professional table top artwork for each wing
- 12) Color Guard and Honor Guard equipment
- 13) DDR shirts and supplies for national activities
- 14) Programs funded by the DDR Program
 - a) Wade Boggs CAP Public Service Announcement (PSA)
 - b) Cadet Protection Training Program video
 - c) Recruiting posters
 - d) Recruiting postcards
 - e) AOPA article reprints
 - f) Cadet brochure printing

e. **Promotional Items:** To avoid CAP remaining the “best kept secret,” advertising our program is essential. Items that advertise the DDR Program and CAP are authorized for purchase either individually or under the incentives program. Vendors with items immediately available and their price/supply lists are available upon request from HQ CAP/DOD. **Note: No one may purchase personalized items like the DDR jacket with DDR funds.**

3-2. Drug Demand Reduction Resource Guide.

a. How far reaching and cost effective is the CAP DDR Program? DDR in conjunction with a strong cadet program motivates young people and inspires them to greater heights and assists them to overcome many problems inherent in volunteer organizations. Therefore, an annual summation of wing end-of-year reports will be consolidated for publication by the close of the 2nd quarter of the fiscal year. This resource guide intends to provide each wing with the opportunity to see what other wings contribute to the DDR Program.

b. Successful programs require planning, professional development, proper training and collaboration of ideas and issues. To facilitate this, the DDR Program provides the following:

1) Education

- a) Every assigned DDR person receives CAPP 55.
- b) An opportunity for every DDRC and DDRA to attend Drug Demand Reduction Courses taught by the National Interagency Civil-Military Institute.
- c) Opportunities to receive other training on a case-by-case basis.

2) Training

- a) A national level DDR conference attended by all DDRCs and DDRAs.
- b) A region level DDR conference for all DDRAs.
- c) A wing level DDR conference for DDROs.
- d) In-service training program for teachers and senior members working with the Middle School Initiative.

3) Electronic Information

- a) DDR web page with all required documents.
- b) DDR current events.
- c) Links to informative web sites.

3-3. Requirements and Recommended Expenditures of Funds.

a. Air Force Drug Demand Reduction Program includes prevention, education, outreach, and drug testing programs designed to reduce the potential for illegal/illicit drug use among Air Force military members, DoD Civilians, family members, retirees, and school-age children.

b. Civil Air Patrol Drug Demand Reduction Program includes prevention, education, and community outreach programs designed to reduce the potential for illegal/illicit drug use by Air Force military members, DoD Civilians, family members, retirees, school-age children, and Civil Air Patrol members **within 30 miles of an Air Force installation.**

1) Given the program definitions above, will your program meet the scrutiny of assisting the Air Force community or directly affect the cadets or youth in the area? Below are requirements for expenditure in the Drug Demand Reduction Initiatives Program.

2) Air Force installations are defined as active duty bases or stations, Air Reserve bases, Air National Guard bases, or units of at least 100 service members.

3) The 30-mile radius is not limited by state boundaries.

4) Below are requirements and samples of approved expenditures:

a) If you have one active duty Air Force base in your wing, then a minimum of 20% of all funding must be spent on the unit(s) in that 30-mile radius.

b) If you have two active duty Air Force bases in your wing, then a minimum of 30% of all funding must be spent on the unit(s) within the 30-mile radius.

c) If you have three or more active duty Air Force bases in your wing, then a minimum of 40% of all funding must be spent on the unit(s) within the 30-mile radius.

d) EXAMPLE: A wing has two Air Force bases, one AF Reserve base and one Air National Guard base within range of their squadrons. The wing received \$2,000 in FY01. They must spend a minimum of \$600 (30%) on activities or on the squadrons around those two active duty bases. They may spend more, but not less.

c. Region sponsored programs must be conducted within 30 miles of an Air Force installation.

d. Approved DDR Expenditures:

1) Flight encampments (maximum of \$300 per person).

2) National special activities (maximum of \$125 per person) (NCASE: \$100 for both cadets and Aerospace Education Members and \$50 for senior member escorts). (Excludes International Air Cadet Exchange.)

3) Encampments—meeting CAPR 52-16 criteria for the Mitchell Award (maximum of \$50 per person, not to exceed 50% of the cost of encampment).

4) Region activities (maximum of \$30 per person, not to exceed 50% of the cost of the activity).

5) Wing activities (maximum of \$25 per person, not to exceed 50% of the cost of the activity).

6) Squadron/Group activities (maximum of \$20 per person).

7) CAC sponsored activities (maximum of \$10 per person).

8) Memberships; cadets, senior members working with cadets, squadron aerospace education members, MSI senior members, and cadet sponsor members. (Initial membership only - no renewals.)

9) Uniforms and uniform items.

10) Color Guard and Honor Guard equipment.

11) Equipment to run activities (essential supplies).

12) TV/VCR for video training:

a) Drug education videos

b) Drug, gangs, and violence prevention videos

c) Leadership training videos

d) Aerospace education videos

e) Moral leadership videos

f) Flight training videos

- 13) Drug Prevention literature and visual aids.
- 14) Artwork for the portable displays (photograph preservation expenses, graphics).
- 15) Orientation flight costs that exceed the Cadet Program reimbursement.
- 16) Incentive orientation flights (plane, glider, and balloon) after completion of all required nine (9) flights.
- 17) DDR promotional items.
- 18) Handheld Radios.

e. Not Approved DDR Expenditures:

- 1) Items not listed in the initiatives proposal.
- 2) Computers and associated equipment.
- 3) Computer upgrades.
- 4) Office equipment.
- 5) Uniforms and uniform items for competing Drill and Color Guard teams.
- 6) Region, wing, state, and squadron flags.
- 7) Personalized DDR promotional items.
- 8) Cadet Advisory Council travel and meetings.

3-4. Drug Demand Reduction Initiatives Program.

a. The Drug Demand Reduction Initiatives Program is designed to assist squadrons, wings and regions with funding to develop new programs and assist existing programs and activities. This funding is intended as startup money for purchasing equipment, essential supplies, and defraying costs for activities that motivate and increase the desire of cadets to stay as active participants in the cadet program.

b. All funds expended between 1 October and the date of the Training Guidance Letter (TGL) is risk accepted by squadrons, wings, and regions. Funds expended after receipt of the TGL and the Funding Authorization Document is a risk that regions, wings and squadrons must consider. However, since inception of DDRIP in FY 95 through FY00, has provided over \$565,000 to regions, wings, and squadrons. All prior approved requests have received 100% funding. Therefore, participants should feel confident that self-funded programs executed between the TGL and receipt of Funding Authorization Letter will be reimbursed.

c. The consolidated DDR Initiatives Program requests from each region/wing are due at National Headquarters CAP/DOD NLT **1 September** for the upcoming fiscal year with informational copies to the DDRC and the appropriate Liaison Office. Program approvals will be published in a Training Guidance Letter NLT 15 November of the designated fiscal year. Reimbursement requests may begin upon receipt of a Funding Authorization Letter. Expenditures by squadrons, wings, and regions must occur between 1 October and 31 August of the designated fiscal year.

d. Squadrons, wings, and regions must pay for approved items prior to requesting reimbursement. Only those items on the Funding Authorization Letter are allowed. National Headquarters CAP/DOD must approve changes to the FAL. Reimbursement procedures may be found on page 13.

e. Reimbursement requests for DDR Initiatives Program must be submitted to National Headquarters CAP/DOD NLT 31 August. Squadrons, wings, and regions may submit new proposals for funding utilizing end-of-year fallout money, provided the expenditure can be approved, funds expended, and reimbursement submitted NLT 25 September.

3-5. FY01-03 DDRIP Application and Instructions.

The application and instructions may be obtained at www.capnhq.gov; Emergency Services, DDR; e-mail a request for a copy to DDR@capnhq.gov; or request a copy by mail from NHQ CAP/DOD, 105 S. Hansell St, Maxwell AFB AL 36112-6332.

3-6. FY01-03 End of Year Report and Instructions.

The end-of-year report and instructions may be obtained at www.capnhq.gov; Emergency Services, DDR; e-mail a request for a copy to DDR@capnhq.gov; or request a copy by mail from NHQ CAP/DOD, 105 S. Hansell St, Maxwell AFB AL 36112-6332.

3-7. Drug Demand Reduction Initiatives Program Reimbursement Procedures.

a. Regions, wings and squadrons allocated Drug Demand Reduction Initiatives Program (DDRIP) funding must do the following to receive reimbursement of expended funds:

- 1) May expend funds only on approved items from the Training Guidance Letter (TGL) from CAP/DOD.
- 2) The region, wing or squadrons must purchase all approved items or pay approved expenses and submit all original receipts or expense justifications (and a CAPF 108 if flying is involved) to the DDRA or DDRC.
- 3) Drug Demand Reduction Administrator consolidates original receipts (and CAPF 108 if required) and submits to the Liaison Office (LO) for processing. DDRCs may submit to the local LO or LR office. Submit reimbursement requests in increments of no less than approximately \$1,000 per request.
- 4) National Headquarters CAP/DOD will accept reimbursements for review and submission to finance as they are completed. All reimbursement requests must be received **NLT 31 August** to receive reimbursement.

b. Liaison Officer Procedures:

- 1) Collect consolidation report of expenses.
- 2) Collect original receipts.
- 3) Compare expenses against authorizations.
- 4) Prepare provided excel cover sheet or SF 1034.
- 5) Fax to CAP/DOD.
- 6) Maintain original receipts in a DDR file.

c. Other information to expedite reimbursement:

- 1) Receipts may exceed initiatives' authorization, however, only the initiatives' amount will be reimbursed.
- 2) Must provide original receipts to LO (LO will retain).

d. If you have any questions or doubt, please call Lt Col Gerry Levesque, HQ CAP/DOD, at (334) 953-4237. We will get you an answer.

ATTACHMENT 1 – GLOSSARY

30-Mile Rule – Squadrons eligible for funding must be within 30 miles of an Air Force installation.

Air Force Installation – An active duty Air Force base or station, Air Reserve base, Air National Guard installation or any Air Force unit with 100 or more personnel assigned.

AFI – Air Force Instruction – Regulatory guidance from and for the Air Force. The DDR AFI is 44-159, 1 Aug 00.

AFRC – Air Force Reserve Command – AFRC DDR program is a partner with the CAP DDR program.

FBI – Federal Bureau of Investigation – FBI Community Outreach Program is a partner with the CAP DDR program.

CADCA – Community Anti Drug Coalitions of America

CD – Counterdrug Operations

DARE – Drug Abuse Resistance Education – Seventeen-week course of instruction conducted by law enforcement authorities predominantly for 4th and 5th grade students.

DDR – Drug Demand Reduction

DDRA – Drug Demand Reduction Administrator – Wing DDR officer.

DDRC – Drug Demand Reduction Coordinator – Region DDR officer.

DDRO – Drug Demand Reduction Officer – Squadron DDR officer

DDRIP – Drug Demand Reduction Initiatives Program – The only DDR program available for eligible squadrons, wings and regions to submit for funding. Conducted on an annual basis.

DEA – Drug Enforcement Administration – DEA DDR branch is a partner with the CAP DDR program.

FAL - Funding Authorization Letter – The FAL approves the expenditure of funds in the DDR Initiatives program and the region or wing may submit for reimbursement.

LO – Liaison Officer – This office receives reimbursement requests from the wing, validates expenses, applies a cover sheet, and forwards documents package to National Headquarters Civil Air Patrol/DOD for wing reimbursement. Also, may process reimbursement requests for the region if they are closer than Liaison Region.

LR – Liaison Region Command – Liaison Region Command offices are utilized to process region DDRIP reimbursements. See LO for specifics.

MSI – Middle School Initiative – MSI is a three-year in school or after school program that incorporates the benefits of the cadet program into student education.

NGB – National Guard Bureau – National Guard Counterdrug office and liaison to CAP DDR is located in this organization. The National Guard DDR offices are partners with CAP DDR programs.

ONDCP- White House Office of National Drug Control Policy

TGL - Training Guidance Letter – The TGL approves programs that were requested in the DDR Initiatives program.